

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-FR-19-16
募集締切日: Closing Date	9 May 16
発行日: Date of Issue	18 Apr 16

1.職種名 Job title ( 等級 Grade 3 / 語学等級 LD 2 )

Clerk, #0050

☒ 事務系      ☐ 技能系      ☐ 保安系      ☐ 医療系  
Administrative      Blue Collar Trade      Security      Medical

募集人数  
No. of  
Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
II. ☒ 現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III. ☐ 現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV. ☒ 外部 Off Base Applicant

2.部隊 Activity

Commander Fleet Activities, Yokosuka  
Fleet Readiness Department  
Child & Youth Program Division  
Yokosuka CDC ANNEX Branch (横須賀基地内保育園別館)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days : Mon – Fri 5 days a week (月一金、週5日制)

勤務時間 Work Hours 0900-1800 (8 hours a day / 1日8時間勤務)

休憩 Recess Period 1 hour/day (1日1時間)

☐ 夜勤 Night Shift      ☒ 残業 Overtime      ☐ 出張 Business Travel

5.雇用の種類 Type of Employment

- ☐ MLC  
☒ IHA      ☐ HPT  
☒ 常用 Permanent  
☐ 限定 Limited Term ( \_\_ヵ月 Months )

6.職務内容 Duties

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CDC. Ensures child registration and enrollment paperwork is complete and current. Maintains office files and records. Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, and Safety and Fire personnel. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Coordinates timecard submittals for IHA, MLC, GS and NAF employees.

Provides front desk coverage, logs children in and out of the facility, and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate.

Responsible for \$150 USD change fund.

Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered.

Assists the program with communication with local Japanese vendors, contractors, and janitorial staff. Performs other related or incidental duties as assigned.

7.資格要件/身体条件 Qualification/Physical Requirements

a. One year of general work experience OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.

b. Knowledge of general office automation hardware and software applications to prepare reports, forms and a variety of correspondences.

c. Knowledge of customer service concepts and practices.

d. Skill in operating office automation hardware and software such as Microsoft Word, Excel and Outlook.

e. Ability to perform general clerical work.

f. Ability to operate a cash register, count cash and accurately make change in U.S. currencies.

g. Ability to speak, read and write English at average proficiency level (LD-2).

\*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

**As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.**

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : See blocks 7 & 8	免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition																		
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>																			
<p><b>9. 応募書類提出先 Office to Submit</b></p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</p> <p><b>1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：</b> Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1<sup>st</sup> fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p><b>2. 外部応募者（非従業員）提出先：</b></p> <table border="0"> <tr> <td>〒238-0011</td> <td><b>Off Base Applicants must submit to:</b></td> </tr> <tr> <td>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</td> <td>〒238-0011</td> </tr> <tr> <td>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</td> <td>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</td> </tr> <tr> <td>管理第一係</td> <td>Yokosuka Branch of LMO/IAA</td> </tr> <tr> <td>電話番号 Phone 046-828-6959</td> <td>Management #1 Section</td> </tr> </table> <p>受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p>		〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152		〒238-0011	<b>Off Base Applicants must submit to:</b>	神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	〒238-0011	(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka	管理第一係	Yokosuka Branch of LMO/IAA	電話番号 Phone 046-828-6959	Management #1 Section
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<b>10. 事務処理欄 For Official Use</b>																			
募集部隊担当 Activity POC : FFR, N941	軍電 (DSN) 243- 1243																		
PD No.: CFAY-N912AC-007	PD is accurate and current. Certified by Activity: Ky (Rcvd 4/14) kw 4/14																		

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。